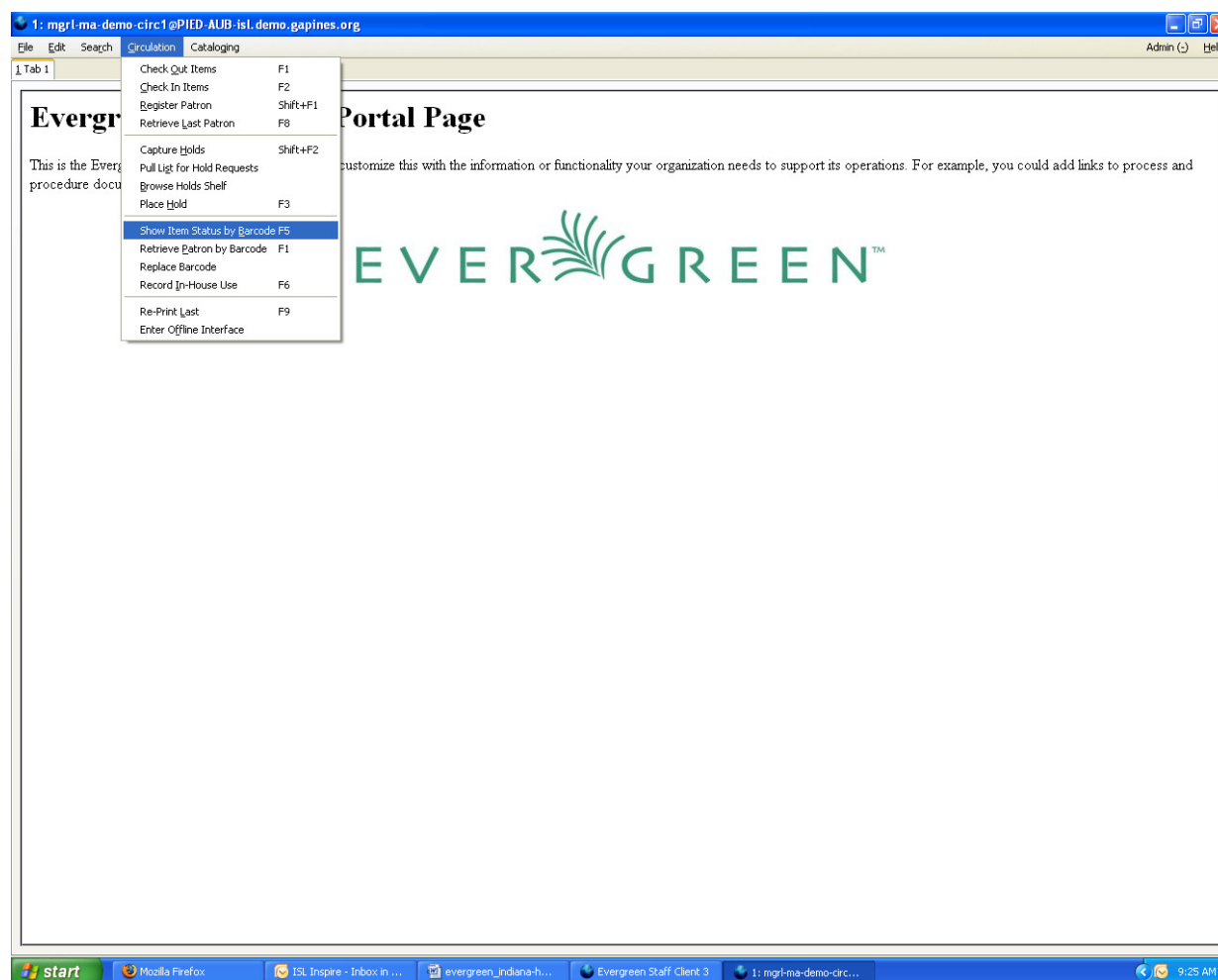




## Staff Tutorials

### Marking Items as Missing

To mark an item “missing” start by retrieving the item in the staff client. This can be done from “Circulation” and “Show Item Status by Barcode”



From the item status window, enter the barcode for the missing item.

After submitting the barcode, the item will appear below. Select the item and click on “Actions for Selected Items” and “Mark Item Missing”.

The screenshot shows the 'Item Status' window in the Evergreen library system. The window title is '1: mgrl-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org'. The main heading is 'Item Status' with a sub-header '3947802286530 --'. Below this is a 'Scan Item' section with a 'Barcode:' input field, 'Submit', and 'Upload From File' buttons. A table displays item information, and a context menu is open for the selected item, showing the 'Mark Item Missing' option.

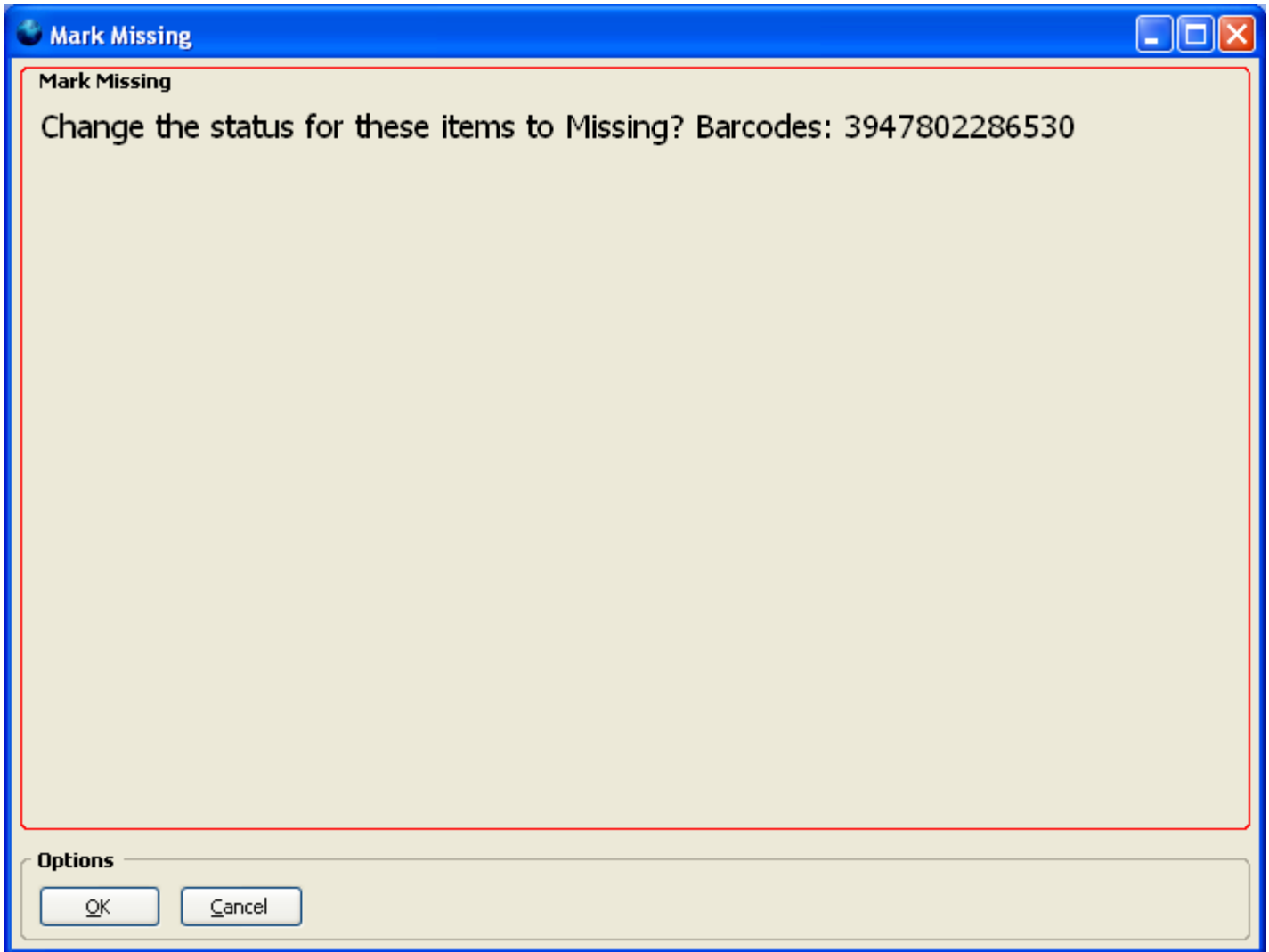
Alert Message	Barcode	Call Number	Due Date	Location	Status	Title
	3947802286530	JF PAT		Stacks	Available	Jacob have I loved

Context Menu Options:

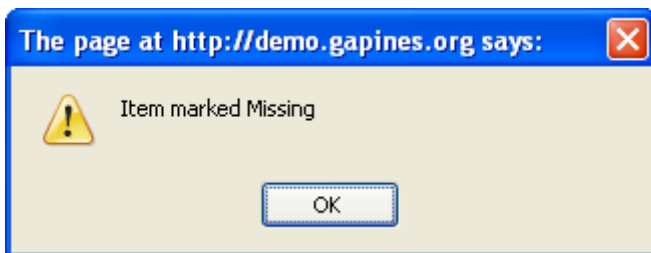
- Copy to Clipboard
- Add to Item Bucket
- Show in Catalog
- Show Item Details
- Show Last Few Circulations
- Edit Item Attributes
- Mark Item Damaged
- Mark Item Missing**
- Abort Transits
- Check In Items
- Renew Items
- Print Spine Label
- Replace Barcode
- Save Columns

Bottom buttons: Print, Export, Print Export, Trim List (20 rows), Strict Barcode.

The “Mark Missing” window will appear in a pop-up.



Click “OK” and the confirmation will appear.



If you need to add a billing, follow the “Show Last Few Circulations” tutorial to find out the last patron to circulate the item and bill them.

The holds report will run and populate a printable listing of items that need to be pulled from shelves to fulfill holds.

